

**CONFIDENTIAL**

22 January 1985

MEMORANDUM FOR: Members, OTE Curriculum Committee

FROM:

[redacted]  
Chairman, OTE Curriculum CommitteeSUBJECT: Minutes of Curriculum Committee Meeting  
17 January 1985

25X1

Orientation for (CT) Spouses

The Committee concurred in the proposed January running of "Orientation for Spouses", if CT Division can get additional spouses to attend. (Only 4 to 7 spouses are currently signed-up). The Committee favored the inclusion of the "cocktail party" exercise, if that is compatible with accommodating thirty spouses in each running. (CT Division believes that it is). It was noted that much of the substance of this orientation will be covered by [redacted] new personal security course (including a 2-day module on living overseas), and the Committee's expectation is that this effort will end when the other comes on-line.

25X1

Statistical Techniques for DI Analysts

This 40-hour course was requested by [redacted] [redacted], Chief of the Europe office in the DI. The size of the target audience--DI analysts--is not very large, so the course may not become a regular offering. [redacted] said that it would make sense to get the course certified for credit by the University of Virginia, if it is offered again. The Committee concurred.

25X1

25X1

25X1

**CONFIDENTIAL**

**CONFIDENTIAL**

## Minutes of Curriculum Committee Meeting 17 January 1985

Page 2

With the benefit of a current course listing, and course review nominations from the Divisions, and Messrs. [redacted] the Committee conducted its first quarterly zero-based review. The Chairman reiterated that form follows function, i.e., how a course is reviewed will depend mostly on the nature of the course, what is appropriate for the Mid-Career course would probably not be appropriate for the Fundamentals of VM. The Chairman asked that each responsible reviewing officer submit a one paragraph review proposal to the Committee before proceeding. Exceptions are noted by asterisk. After considerable discussion, the Committee agreed to the following review program for 1985.

25X1

1st Quarter

Mid-Career [redacted]  
 \* Overseas Orientation [redacted]  
 \* Risk of Capture [redacted]  
 \* FVM [redacted]  
 \* CTTC [redacted]  
 \* ISF [redacted]  
 \* FOIA Seminar [redacted]  
 Executive Order [redacted]

2nd Quarter

FIRR [redacted]  
 ITCIA [redacted]  
 GIMS [redacted]  
 Survey Intel. Infor. Systems [redacted]

25X1

25X1

25X1

25X1

3rd Quarter

Adm. Procedures [redacted]  
 CIA T&T [redacted]  
 SWI Ops. Officer [redacted]  
 JCL [redacted]  
 Intro. to Intel. Reporting [redacted]  
 Fund. P/L [redacted]

4th Quarter

AIS [redacted]  
 Records for Agency Personnel [redacted]  
 Introduction to ADI [redacted]

25X1

25X1

25X1

25X1

25X1

25X1

25X1

25X1

The Committee also agreed tentatively to the following Curriculum Evaluation:

CurriculumResponsible OfficerQuarter

Secretarial Training  
 Analyst Training  
 Regional/substantive  
 EEO  
 Management

3rd 1985  
 4th 1985  
 4th 1985  
 4th 1985  
 4th 1985

25X1

25X1

**CONFIDENTIAL**